

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**May 21, 2015**

SUBJECT: Conversion of an existing commercial building into a drive through Starbucks at 18900 Willamette Drive.

FILE: PA-15-20

ATTENDEES: Applicant/Consultants: Keith Jones (HHP), Beau Braman (HHP), Greg Burpee, Roger Burpee  
Staff: Peter Spir, Associate Planner,  
Public: Karen Park (Bolton N.A.)  
ODOT: Pam Johnson, Doug Baumgartner

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*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

Site Information

Site Address: 18900 Willamette Drive  
Site Area: 78,226 square feet  
Neighborhood: Robinwood  
Comp. Plan: Commercial  
Zoning: GC (General Commercial)  
Environmental Overlays: Water Resource Area (WRA)

Proposal: The applicant proposes to convert the vacant Bank of the West building into a Starbucks with a drive through window. The existing drive through teller facilities at the rear of the building can be adapted for this purpose. There is a stacking requirement of 10 vehicle lengths per take out window. Parking for a 3,000 square foot restaurant/café is one space per 100 square feet of gross floor area which translates to 30 spaces.

Design Review Class I is required per CDC 55.020(A) (1) (3). This is a Planning Director decision. Criteria will focus on any changes to the building elevation (e.g. take out window), new pedestrian access from parking lot, bike racks, etc.

No WRA permit is required because all development will occur outside the WRA boundaries which only extend into the wooded area at the southeast corner of the property.

ODOT comments: See ODOT memo 6504 dated May 27, 2015 (Pamela.JOHNSON@odot.state.or.us)

Engineering Comments: See CDC 185.170(B) to determine if a TIA is required. Provide Storm Water solution (contact Khoi Le at Kle@westlinnregion.gov)

Building Department comments: verify SDC's for change of use. (contact Jim Clark at [jclark@westlinnregion.gov](mailto:jclark@westlinnregion.gov))

Tualatin Valley Fire and Rescue contact: Ty Darby at [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com).

### Process

For the Class I Design Review, address the submittal requirements and responses to the criteria of 55.070(D). Approval criteria would speak primarily to architecture, parking, circulation and parking lot. If a Class I Variance is needed, Chapter 75 would apply. N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver. No neighborhood meeting is required per 99.038.

The Design Review fee is \$2,100; a Class I Variance costs \$825. **Please note that fees may change after July 1, 2015, with a new Master Fee Schedule.** The CDC is online at <http://westlinnoregon.gov/cdc>.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is declared complete, staff will schedule the Planning Manager's decision date and post notice. There is a 14-day window to appeal the Planning Manager's decision to City Council. If no appeal has been received by the close of the appeal period, the Planning Manager's decision becomes final and the applicant may move forward with the development of their proposal.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

***Typical land use applications can take 6-10 months from beginning to end.***

**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes***. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***